

PART I	DEPARTMENT OF PERSONNEL SERVICES	6.368
	STATE OF HAWAII	6.369
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Class Specifications
for the

REHABILITATION TEACHER FOR THE BLIND SERIES

This series includes those classes the duties of which involve the training of blind and visually handicapped persons in personal and home management skills and techniques in the several primary areas of daily living. Those areas include food management and budgeting home orientation and management, clothing and grooming, child care and development, family relationships and leisure time activities.

A Rehabilitation teacher for the Blind is concerned with assisting a blind or visually handicapped person to achieve personal adjustment and maximum independence in daily living. Individualized instruction including specialized techniques in communication and work with the blind are involved.

As part of a larger program of services to the blind, a Rehabilitation Teacher serves as a member of a rehabilitation team consisting of social workers, vocational rehabilitation specialists, manual arts instructors, orientation therapists and others concerned with the personal and vocational adjustment of blind and visually handicapped persons. A Rehabilitation Teacher participates in the review and evaluation of patients and the development and integration of plans and activities for improving the physical, emotional, social and economic condition of the blind and visually handclapped. Consultation and assistance is also provided other team members.

This series encompasses direct service and supervisory positions. Class levels are distinguished on the basis of the purpose and scope of work, the nature and extent of supervision received; the nature and scope of recommendations, commitments and decisions; personal work contacts; the nature and extent of supervision exercised, and knowledge and abilities required.

This series replaces the following State of Hawaii class:

Home Teacher for the Visually Handicapped

APPROVED: March 13, 1968

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Director of Personnel Services

REHABILITATION TEACHER FOR THE BLIND II

6.368

Duties Summary:

Plans and conducts training in personal and home management skills and techniques; prepares progress and evaluation reports; and performs other duties as required.

Distinguishing Characteristics:

Purpose and Scope of Work: This class involves responsibility for planning and conducting training in standardized personal and home management skills and techniques.

Supervisory controls: Work of a position in this class is carried out independently in accordance with standard techniques, and the initial guidance and instruction of a higher level rehabilitation specialist or teacher. Periodic evaluation is made of quality and quantity of Work through review of progress and activity reports, and review of work in progress.

Nature and Scope of Recommendations, Commitments and Decisions: These are limited to those relating to the needs of patients and the specific techniques employed in each case, as governed by established policies and procedures.

Personal Work Contacts: Contacts at this level primarily concern the establishment and maintenance of rapport with assigned patients and family members with regard to specific instructional situations. Some public contact may be involved in demonstrating techniques and activities to volunteers, interested groups and individuals.

Knowledge and Abilities Required:

Knowledge of: Principles and techniques of instruction; the effect of blindness on the behavior and personality of individuals; home and food management; community social welfare resources.

Ability to: Plan and conduct instruction in various common personal and home management skills and techniques; learn specialized communication and blind work techniques; deal effectively with the blind and visually handicapped, and work well with other staff members; speak and write effectively; keep records and prepare reports.

Typical Duties:

Reviews case records and makes pertinent observations and inquiries; determines needs and abilities of patients, and formulates training plans; establishes rapport with patients and conducts training in food preparation and serving, physical arrangement of furnishings in the home, clothing and grooming, and similar areas; encourages patients, and advises the family of blind and visually handicapped persons in assisting in the adjustment of such persons; evaluates the attitudes, learning speed and ability, strength and manual dexterity, etc., of patients; keeps evaluation records and participates in evaluation team meetings; initiates referrals to other services and social work resources.

REHABILITATION TEACHER FOR THE BLIND III

6.369

Duties Summary:

Plans and conducts training in all areas of personal and home management skills and techniques; prepares progress and evaluation reports; and performs other duties as required.

Distinguishing Characteristics:

Purpose and Scope of Work: This class involves responsibility for planning and conducting training in all areas of personal and home management skills and techniques. Full competence in specialized communications and blind work techniques and skills are implied as well as those affecting family relationships.

Supervisory Controls: Work is performed independently in accordance with standard and specialized techniques and the general review of a higher level rehabilitation specialist or teacher.

Nature and Scope of Recommendations, Commitments and Decisions: Same as for level II.

Personal Work Contacts: Same as for level II.

Knowledge and Abilities Required:

Knowledge of: In addition to knowledge required at the next lower level, requirements include a knowledge of methods and techniques used in teaching communication skills to the blind, including Braille; a knowledge of the dynamics of family

relationships, and child care and development.

Ability to: In addition to abilities required at the next lower level, requirements include ability to provide specialized communications and family services.

Typical Duties:

Reviews case records and makes pertinent observations and inquiries; determines needs and abilities of patients and formulates training plans; establishes rapport with patients and conducts training in communication skills, health education, child care and development and family relationships as well as in food preparation and serving, physical arrangement of household furnishings, and similar areas; encourages patients, and promotes family relationships through counseling, group activities, etc.; evaluates patients, keep pertinent records, and participates in evaluation team meetings; initiates referrals; conducts demonstrations and speaks to interested groups and individuals.

REHABILITATION TEACHER FOR THE BLIND IV

6.370

Duties Summary:

Plans, conducts and directs training in personal and home management skills and techniques; supervises other rehabilitation teachers; and performs other duties as required.

Distinguishing Characteristics:

Purpose and Scope of Work: This class involves responsibility for personal and home management services in a program for the rehabilitation of blind and visually handicapped persons. Such responsibility is expressed in the planning, development and directing of these services.

Supervisory Controls: Work is performed within the broad framework of the policies and functions of a program for the rehabilitation of the blind and visually handicapped, and in accordance with all applicable techniques and general directions from a rehabilitation specialist having responsibility for a broad range of rehabilitation services.

Nature and Scope of Recommendations, Commitments and Decisions: A position at this level includes making recommendations on program goals, needs and activities and

commitment of subordinate staff time.

Personal Work Contacts: Personal contacts are with patients in providing services, with other staff in the integration of services with other program functions, and with other agencies and interested groups and individuals in providing consultation and securing support and assistance.

Nature of Supervision Exercised: A position at this level supervises a small staff of rehabilitation teachers and volunteers. Supervision includes assignment of cases, reviewing case progress, advising on techniques, etc.

Knowledge and Abilities Required:

Knowledge of: In addition to knowledge required at the next lower level, requirements include knowledge of the management of rehabilitation teaching services; trends and developments in rehabilitation teaching; principles and practices of supervision.

Ability to: In addition to abilities required at the next lower level, requirements include ability to plan, develop and direct rehabilitation teaching services; give and receive oral and written instructions; secure the cooperation and assistance of other agencies, groups and volunteers.

Typical Duties:

Plans, develops, directs and performs services for the training of blind persons and visually handicapped in personal and home management techniques and skills; advises and/or instructs subordinates, volunteers and other staff on techniques and procedures; provides consultation to other agencies; recommends revisions in program procedures, and supply and staff needs; assigns and reviews the work of subordinates; participates in evaluation conferences, and reports the attitudes, progress and condition of patients; maintains records and prepares reports.